



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

OCJCS/LA
DISTRIBUTION: C, J

CJCSI 5501.01D CH 1
15 May 2003

CONGRESSIONAL LIAISON POLICY

References: See Enclosure G

1. Purpose

a. To provide guidance to the Joint Staff and combatant command action officers (AOs) on official contacts with Congress, whether initiated by the Joint Staff, combatant command, Congress, or outside agencies, for any official purpose.

b. To provide guidance to Joint Staff and combatant command AOs on preparing witnesses for appearances before congressional committees, performing content and classification reviews of testimony/transcripts, and proper development and review of Inserts and Questions for the Record (IFRs/QFRs). This instruction establishes the duties of AOs before, during, and after congressional hearings.

2. Cancellation. CJCSI 5501.01C, 23 April 2001, is canceled.

3. Applicability

a. This instruction applies to all personnel assigned to or employed by the Joint Staff and combatant commands who conduct official business with congressional personnel, including members of Congress, their staffs, and congressional committees. Non-official contacts with congressional personnel are not affected by this instruction.

b. This instruction provides general guidance to assist all combatant command legislative offices and Joint Staff directorates with congressional hearings or witness appearances.

15 May 2003

4. Policy

a. Reference a assigns the Assistant Secretary of Defense for Legislative Affairs (ASD/LA) responsibility for coordinating DOD participation in congressional hearings. Legislative matters involving combatant commands and the Joint Staff will be coordinated with ASD/LA through the Office of the Legislative Assistant to the Chairman of the Joint Chiefs of Staff (OCJCS/LA). Reference b outlines procedures for furnishing classified and unclassified information to Congress. It also contains instructions about security review of testimony, provides a sample IFR and establishes procedures for obtaining administrative and policy clearances. Reference c prescribes the organization and functions of the Joint Staff.

b. Members of the Joint Staff and combatant commands should report to OCJCS/LA contacts or requests for contact with congressional personnel.

(1) OCJCS/LA will obtain approval from the Director, Joint Staff, before the Joint Staff initiates any contact with congressional personnel. Personnel assigned to J-2 who are representing the Defense Intelligence Agency in contacts with Congress do not require formal DJS approval before responding to congressional requests. J-2 is authorized to approve such requests, but should notify OCJCS/LA for information.

(2) The combatant commands will coordinate testimony/transcripts and all responses for congressional requests with OCJCS/LA. The combatant commands will keep OCJCS/LA informed of contacts and requests for contacts with congressional personnel.

(3) All material used for congressional presentations (slides, handouts, papers, etc.) will be coordinated through the Director, Joint Staff, prior to release. OCJCS/LA will obtain departmental clearance and deliver and distribute responses as appropriate. Personnel assigned to J-2 follow the same guidance applied in 4b(1).

5. Responsibilities

a. Before Hearing

(1) Requests for witnesses are normally received by OCJCS/LA. If a Joint Staff or combatant command office is contacted directly, the individual notified should inform OCJCS/LA immediately to coordinate a reply with ASD/LA and other Executive Branch offices. Joint Staff witnesses will be selected by the Chairman, the Vice-Chairman, the Assistant to the Chairman or the Director or Vice Director, Joint Staff, in consultation with ASD/LA. Senior leadership within each combatant command will select its witnesses. Enclosure A provides a hearing checklist

11 April 2003

(2) When a statement for the record is prepared for a hearing (hard copy plus a disk), it should be submitted to OCJCS/LA 14-15 working days prior to the hearing to ensure proper review by the Executive Branch. A sample format for the witness statement and cover sheet is at Enclosure B. Visual aids, charts and handouts should be used with discretion and must be cleared with the committee in advance by OCJCS/LA. If charts are used in the statement, at least two black and white original paper copies must also be submitted to OCJCS/LA. The statement will be coordinated by OCJCS/LA through the Joint Staff, Office of the Secretary of Defense Washington Headquarters Services/Directorate for Freedom of Information and Security Review (OSDWHIS FOI&SR), and the Office of Management and Budget (OMB), along with other executive agencies participating in the hearing. Advance paper and electronic copies of the statement (formatted in Microsoft Word for Windows only) and all charts (formatted in Tagged Image Format (TIF) must be delivered to the committee, in some cases, as early as 1 week, but not less than 48 hours before the hearing. The committee staff determines the number of copies for unclassified statements, as listed at Enclosure F. Classified statements will be limited to the number of committee members plus five for OCJCS/LA file copies.

(3) All witness statements must receive final clearance from OCJCS/LA before submission to the committee.

b. During Hearing. Unless instructed otherwise, the AO should attend the hearing and take notes, especially on any issues to which a witness is asked to respond for the record (see "insert for the record"). Enclosure C lists issues to consider during the hearing.

c. After Hearing

(1) The AO should coordinate with the OCJCS/LA representative and initiate the research on "inserts for the record" responses. There is an important difference between an IFR and a QFR. A witness answers a question with an IFR when not able to provide an immediate response during the hearing. A QFR is a question submitted to the witness after the hearing. Sample IFRs and QFRs are at Enclosure D.

(2) Documents and taskings (transcripts, QFRs, IFRs) coming out of the hearings will be sent first to OSD/LA or the DOD Comptroller, tasked to OCJCS/LA and then forwarded to the appropriate witness for action.

d. Briefings. Joint Staff and combatant command representatives often are tasked to brief congressional personnel. If a briefing script and/or slides are used, they must be submitted to OCJCS/LA 14-15 working days before the event for coordination and security clearance following a process similar to witness statement clearance. If, during or after the briefing, the briefer is

11 April 2003

asked to provide additional information (e.g., maps, charts, point papers), the additional information cannot be released until it has been cleared through the same process.

e. Transcript Review. Joint Staff Form 149, Enclosure E, will accompany hearing statements, transcripts, IFRs, and QFRs for review and editing. It helps ensure proper staffing and provides very specific instructions for reviewing transcripts and statements. NOTE: Reviewing congressional testimony is a courtesy extended to the witness by most (not all) congressional committees. Therefore, committee deadlines to return transcripts must be met or the Joint Staff and combatant commands will lose the opportunity to provide input in the future.

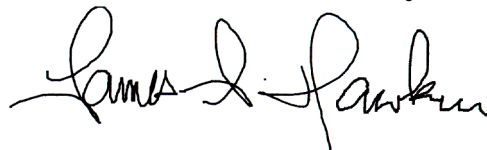
6. Summary of Changes

a. Updates Senate Armed Services Committee QFRs and IFRs formats.

b. Replaces the discontinued acronym "CINC" with the now-accepted term "combatant commander."

7. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--
<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

8. Effective Date. This instruction is effective immediately.



JAMES A. HAWKINS
Major General, USAF
Vice Director, Joint Staff

11 April 2003

Enclosures:

- A – Hearing Checklist
- B – Sample Cover Sheet Format and Witness Statement Instructions
- C – Witness Preparation Notes
- D – Sample Format and Instructions For Inserts for the Record and Questions for the Record by Committee
- E – Sample Format and Instructions for JS Form 149 “Congressional Testimony Review”
- F – Copies of Witness Statements per Committee
- G – References

(INTENTIONALLY BLANK)



CHAIRMAN OF THE JOINT CHIEFS OF STAFF NOTICE

OCJCS/LA
DISTRIBUTION: C, J

CJCSI 5501.01D CH 1
15 May 2003

CHANGE 1 TO CJCS INSTRUCTION 5501.01D

1. Holders of CJCSI 5501.01D, 11 April 2003, "Congressional Liaison Policy," are requested to make the following change:

Remove Pages

1 and 2

Add Pages

1 and 2

2. This change corrects an administrative error.

3. When the prescribed action has been taken, this transmittal should be filed behind the record of changes page in the basic document.

4. This notice is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this notice through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

A handwritten signature in black ink, reading "James A. Hawkins".

JAMES A. HAWKINS
Major General, USAF
Vice Director, Joint Staff

Enclosures:

(INTENTIONALLY BLANK)

11 April 2003

ENCLOSURE A

HEARING CHECKLIST

1. Is the hearing open or closed?
2. Which congressional committee or committees are conducting the hearing? Which members and staffers are likely to be present? Discuss with OCJCS/LA.
3. What is the location, room number, and time of the hearing or hearings? OCJCS/LA should provide this information.
4. Ensure that all changes to statements and supplemental material go through the witness, Joint Staff, OCJCS/LA, OSDWHS/FOI&SR and OMB review process, **with the final clearance given by OCJCS/LA.**
5. Are the final versions of the statement and charts in the proper electronic formats? Have diskette(s) and black and white paper copies, **required by the Committee, see Encl B & F**, been delivered to OCJCS/LA and the committee?
6. Is the witness statement classified following security instructions? How many copies are required? Discuss with OCJCS/LA.
7. Who else has been asked to testify, especially from the Department of Defense and other Executive Branch departments? Which department or command will take the lead?
8. Is the witness prepared to address the basic strategy underlying the project?
9. Have other hearings been held on this issue? What happened? What are the crossover issues? Discuss with OCJCS/LA.
10. Is there specific material within the overall topic that the combatant command and/or Joint Staff will probably be asked to address? Set a definitive role for the witness as "our view of the issue."
11. Are there any specific points upon which the Chairman of the Joint Chiefs of Staff, the Office of the Secretary of Defense, the combatant command or other sections of the Executive Branch have differing views? Will these differences come up in the hearings? Discuss with OCJCS/LA.

11 April 2003

12. Does Congress have a view different from the Joint Staff/combatant command? Discuss with OCJCS/LA.
13. What are the CJCS, combatant command, and Joint Staff positions on these matters? Be sure to get "the latest" position from the principals and accurately point out areas of agreement and disagreement.
14. A backup book is usually helpful to support the witness. When will it be available to the witness? Is a hearing working group drawn from across the staff necessary to properly work testimony, preparation and after-hearing information? Discuss with OCJCS/LA.
15. If copies of other witness statements are available, obtain them and resolve any obvious differences in expected testimony.
16. Remind the combatant command and/or Joint Staff witness that, unless a personal opinion is clearly requested, DOD's and the Administration's position must be presented in response to all questions.
17. Schedule time with OCJCS/LA to review congressional committee agenda and member profiles/interests. Provide these to the witness for review/study.
18. Schedule a witness murder board to prepare the witness as desired.

ENCLOSURE B

SAMPLE COVER SHEET FORMAT AND WITNESS STATEMENT
INSTRUCTIONS

(COVER SHEET)

APPROPRIATE CLASSIFICATION ONLY IF CLASSIFIED

FOR OFFICIAL USE ONLY
UNTIL RELEASED BY THE **COMMITTEE NAME**

STATEMENT OF

(RANK) (FULL NAME) (SERVICE)

(TITLE or POSITION)

(DIRECTORATE/COMMAND)

BEFORE THE (COMMITTEE NAME)

ON (SUBJECT OF THE HEARING)

(DATE)

FOR OFFICIAL USE ONLY
UNTIL RELEASED BY THE **COMMITTEE NAME**

APPROPRIATE CLASSIFICATION ONLY IF CLASSIFIED

Declassification
Instructions

(INTENTIONALLY BLANK)

(STATEMENT)

Chairman (Chairman's last name) or **Mr.** or **Madam** Chairman, Senator (or Congressman/Congresswoman) (Ranking member's last name), and members of the Committee: Indent paragraphs five spaces; use Courier New 10-point font for Microsoft Word. Provide the Committee with the Correct number of copies (see enclosure F-1) plus an unclassified disk of the cleared Statement.

Double space the entire Statement.

(INTENTIONALLY BLANK)

ENCLOSURE C

WITNESS PREPARATION NOTES

1. Preparation.

a. Joint Staff AOs obtain committee background book; become familiar with the members and their committees, professional staff, and issues involved; and consider potential hidden agendas. OCJCS/LA will provide background information to the Joint Staff witness.

b. Arrive 15 to 30 minutes before the hearing or briefing begins. Confirm that all security clearances have been passed if it is a closed hearing. OCJCS/LA escort will introduce Joint Staff witnesses to committee members and key staff before the hearing begins. Combatant command AOs escort their witnesses to the hearing. Be prepared to engage in a prehearing meeting with the committee membership.

2. The Hearing/Briefing

a. The hearing will start with the committee or subcommittee Chairman welcoming the witnesses and reading (or delivering extemporaneously) an opening statement. The Chairman might also ask committee members to make opening statements, to include a summary of his/her prepared text. These remarks help the witnesses "zero in" on the direction of the hearing, which could be different from what was originally conveyed and/or published.

b. The Chairman will ask witnesses for their opening statements and follow with a question and answer (Q&A) session. The hearing ends with the Chairman's concluding remarks. Usually, the Chairman and other committee members will talk informally with the witnesses during breaks and after the hearing.

3. Issues to Consider

a. Members may ask a series of questions (during the Q&A session) designed to lead the witness to respond in a certain way that achieves preplanned results.

b. If faced with a contentious issue, the recommended course of action is to find something within the question and/or discussion to agree with and focus on that aspect, then address other collateral issues as necessary to convey the Department view. Taking a question for the record also helps get beyond a contentious issue.

11 April 2003

c. Congressmen often ask several questions within what appears to be one question. Witnesses are encouraged to use a note pad and pencil (provided at the witness table) to make notes while the questions are being asked to ensure continuity, completeness, and focus.

d. Unclassified visual aids, charts, and handouts should be used with discretion, and must be cleared with the committee in advance by OCJCS/LA. **No classified documents should enter an unclassified hearing room. If it is a classified hearing the documents should be numbered and signed for.**

e. Answer questions with anecdotes, when appropriate, to bring to life the main points of a response.

f. Remember that Joint Staff witnesses are speaking on behalf of the Chairman of the Joint Chiefs of Staff and the Administration, unless specifically asked for a personal opinion (see h).

g. Answer, without embellishment, only the question asked and try to avoid jargon or acronyms. As the hearing progresses, there may be a tendency to relax and lose focus or situational awareness. This should be avoided until the hearing is adjourned and the witness has departed the building. Nothing is "off-the-record" in this arena.

h. Do not offer YOUR personal opinion unless specifically asked. If asked, say something like "It is MY opinion that"

i. If you do not know the answer, or if the final answer is still being developed, offer to provide the answer as an IFR. Two ways to answer without appearing totally unprepared or unresponsive are:

(1) "I am glad you asked that question. As you are well aware, this is an area of continuing debate. The Joint Staff is finalizing action on this, and I will gladly provide you with the status as an insert for the record."

(2) "This is a very complex issue for which I do not have an immediate answer. I can assure you that I have given the questions related to this issue a great deal of thought, but I do not have a solution at this time. I will provide it for the record."

j. If a classified question is asked during an open hearing, it can be answered later in the closed session of the hearing or the witness can answer it as if it was an insert for the record (IFR) to be provided later.

11 April 2003

k. Be aware that, at open hearings, the media may quote your answers and statements. Because there is no time requirement in answering questions, pause before answering and choose your words carefully.

l. Be aware that the press might approach witnesses before or after an open hearing or during a break in an attempt to create an "ad hoc" press conference or get a printable quote. Be alert to their presence and agenda.

(INTENTIONALLY BLANK)

11 April 2003

ENCLOSURE D
SAMPLE FORMAT AND INSTRUCTIONS FOR **INSERT FOR THE RECORD**
HOUSE ARMED SERVICES COMMITTEE

CLASSIFICATION

INSERT FOR THE RECORD
HOUSE ARMED SERVICES COMMITTEE
(SUBCOMMITTEE NAME)
HEARING SUBJECT
HEARING DATE
PAGE#/LINE#

PAGE 1 OF 2

(The information follows:)

Committee-specific rules for completing inserts for the record (IFRs) for the House Armed Services Committee are as follows:

Each answer will be typed on plain bond paper in Courier New 10-point font for Microsoft Word. Standard 1" margins are required. Center the heading "INSERT FOR THE RECORD" in all caps followed by the committee name and subcommittee name. Return once and type the hearing subject and hearing date. Return once and type the transcript page and line number (refer to the tasker).

Insert one broken line (---), return, and type "(The information follows:)." Return twice, indent five spaces, and begin typing the **double spaced** text for the **answer only**. Do not repeat the question asked in the transcript. All paragraphs should be indented.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral. Refer to all representatives as Mr., Ms. or Mrs.

Declassification
Instructions

CLASSIFICATION

CLASSIFICATION

INSERT FOR THE RECORD
HOUSE ARMED SERVICES COMMITTEE
(SUBCOMMITTEE NAME)
HEARING SUBJECT
HEARING DATE
PAGE#/LINE#

PAGE 2 OF 2

Classified information is identified by [bracketing] in black lead **pencil** the words or numbers that are classified. Do not use paragraph markings. [Brackets] should be on the copy only. The highest classification should be typed or stamped at the top center and bottom center of the original and copy. Enter classified instructions at bottom right of each page.

All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black and white**, sharp contrast charts or slides only. Color charts and photographs will not be accepted.

Prepare an original and one copy of each IFR. The original should be clear of all markings except page classification and declassification instructions. All ink, pencil, classification brackets, action officer information and division or command coordination should be on the **copy** only.

If the answer is more than one page, repeat the hearing date, committee and page information on all additional pages.

If you have any questions, please call OCJCS/LA, (703) 614-1777/DSN 224-1777/comm (703) 614-1777.

Declassification
Instructions

CLASSIFICATION

11 April 2003

SAMPLE FORMAT AND INSTRUCTIONS FOR **QUESTION FOR THE RECORD**
HOUSE ARMED SERVICES COMMITTEE

CLASSIFICATION

QUESTION FOR THE RECORD
HOUSE ARMED SERVICES COMMITTEE
(SUBCOMMITTEE NAME)
HEARING SUBJECT
HEARING DATE
QUESTION #

PAGE 1 OF 2

CENTER TOPICAL HEADING

Mr. Hunter: Committee-specific rules for completing questions for the record (QFRs) for the House Armed Services Committee are as follows: Each answer will be typed on plain bond paper in Courier New 10-point font for Microsoft Word. Standard 1" margins are required. Center the identifying information in all caps starting with the heading "QUESTION FOR THE RECORD." Return once and type the committee name followed by the subcommittee name and the hearing subject. On the next line, type the hearing date, then type the question number on the line below the date. After the question number return once and insert a broken line.

Return twice and type the underlined name of the Representative asking the question followed by the question (with lead-in paragraphs, if indicated) in single spaced format.

General Myers: Type the underlined name of the person answering and begin typing the double-spaced answer.

Indent all paragraphs five spaces. Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Refer to all representatives as Mr., Ms. or Mrs. Do not abbreviate general or admiral.

Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. [Brackets] should be on the copy only. The highest classification should be typed or stamped at the top center and bottom center of the original and copy. All tables, charts, slides, etc., not originally created

Declassification
Instructions

CLASSIFICATION

CLASSIFICATION

QUESTION FOR THE RECORD
HOUSE ARMED SERVICES COMMITTEE
(SUBCOMMITTEE NAME)
HEARING SUBJECT
HEARING DATE
QUESTION #

Page 2 of 2

to fit within the margins should be clipped to the back of the QFR. Use
black and white, sharp contrast charts or slides only. Color charts and
photographs will not be accepted.

Prepare an original and one copy. The original should be clear of all
markings except page classification and declassification instructions. All
ink, pencil, classification brackets, action officer information and division
or command coordination should be on the **copy** only.

If the answer is more than one page, repeat the hearing date, committee,
question number and page number as indicated on all additional pages.

If you have any questions please call OCJCS/LA, (703) 614-1777
DSN 224-1777.

Declassification
Instructions

CLASSIFICATION

D-4

Enclosure D

11 April 2003

**SAMPLE FORMAT AND INSTRUCTIONS FOR INSERT FOR THE RECORD
SENATE ARMED SERVICES COMMITTEE**

CLASSIFICATION

SENATE ARMED SERVICES COMMITTEE
HEARING ON: PHILIPPINES
FEBRUARY 5, 2002
INSERT PAGE #/LINE#

The information follows:

Committee-specific rules for completing inserts for the record (IFRs) for the Senate Armed Services Committee are as follows:

Each answer will be typed on plain bond paper in Courier New 10-point font for Microsoft Word. Standard 1" margins are required. Center the heading "NAME OF COMMITTEE" (SENATE ARMED SERVICES COMMITTEE) in all caps on the first typing line, (if hearing was for a subcommittee, type the subcommittee in parentheses on the next line). Return once and type the hearing subject in all caps return again and type date of the hearing in all caps. Return once and type the transcript page and line number (refer to tasker).

Insert two blank lines and type "The information follows:" Return twice, and begin typing text for the **answer only**. Do not repeat the question asked in the transcript. The answer should be single spaced--no blank lines between paragraphs--indent five spaces.

Do not use undefined abbreviations or acronyms and **make sure the spelling is correct for names and places**. Spell out million, fiscal year, etc. Do not abbreviate senator, general or admiral.

Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. [Brackets] should be on the copy only. The highest classification should be typed or stamped at the top center and bottom center of the original and copy. All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the QFR. Use **black and white**, sharp contrast charts or slides only. Color charts and photographs will not be accepted.

Prepare an original and one copy. The original should be clear of all markings except page classification and declassification instructions. All ink, pencil, classification brackets, action officer information and division or command coordination should be on the **copy** only.

If the answer is more than one page, repeat the hearing date, committee, question number and page number as indicated on all additional pages.

If you have any questions please call OCJCS/LA, (703) 614-1777
DSN 224-1777.

Declassification
Instructions

CLASSIFICATION

(INTENTIONALLY BLANK)

11 April 2003

**SAMPLE FORMAT AND INSTRUCTIONS FOR QUESTION FOR THE RECORD
SENATE ARMED SERVICES COMMITTEE**

CLASSIFICATION

Hearing Date: February 5, 2002
Committee: SASC
Member: Senator Warner
Witness: Secretary Rumsfeld
Question #
Page 1 of 2

PHILIPPINES

Question: Secretary Rumsfeld, there is a fair amount of confusion concerning the U.S. military presence in the Philippines. In the past, the Department has characterized our activity there as "an operation" or a "mission." Yet, last Wednesday you referred to it as "an exercise" and the Philippine government calls it an exercise. Exercises involve training and simulations, but in this case, U.S. troops are authorized to engage a real enemy. Is this an operation or an exercise?

Answer: Our involvement...

Committee-specific rules for completing questions for the record (QFRs) for the Senate Armed Services Committee are as follows:

Each answer will be typed on plain bond paper in Courier New 10-point font for Microsoft Word. Standard 1" margins are required. Justify to the right Hearing Date/Committee/Member/Witness and the Question in upper and lower case (if hearing was for a subcommittee, type the subcommittee in parentheses under the Committee name).

Insert two blank lines and type in all caps and underline the subject in the center of the page. Return twice, type "Question:" in upper and lower case, repeat the question asked in the transcript. Insert two blank lines and type "Answer:" and begin typing the answer. The answer should be single spaced--no blank lines between paragraphs--indent five spaces.

Do not use undefined abbreviations or acronyms and **make sure the spelling is correct for names and places**. Spell out million, fiscal year, etc. Do not abbreviate senator, general or admiral.

Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. [Brackets] should be on the copy only. The highest classification should be typed or stamped at the top center and bottom center of the original and copy.

All tables, charts, slides; etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black and white**, sharp contrast charts or slides only. Color charts and photographs will not be accepted.

Declassification
Instructions

CLASSIFICATION

CLASSIFICATION

Hearing Date: February 5, 2002
Committee: SASC
Member: Senator Warner
Witness: Secretary Rumsfeld
Question #
Page 2 of 2

Prepare an original and one copy of each QFR. The original should be clear of all markings except page classification and declassification instructions. All ink, pencil, classification brackets, action officer information and division or command coordination should be on the **copy** only.

If the answer is more than one page, repeat the hearing date, committee and page information on all additional pages.

If you have any questions, please call OCJCS/LA, (703) 614-1777 DSN 224-1777/comm (703) 614-1777.

Declassification
Instructions

CLASSIFICATION

11 April 2003

**SAMPLE FORMAT AND INSTRUCTIONS FOR INSERT FOR THE RECORD
HOUSE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION

INSERT FOR THE RECORD

HOUSE APPROPRIATIONS COMMITTEE
(SUBCOMMITTEE)
HEARING ON: (SUBJECT OF HEARING)
DATE OF HEARING
PAGE: LINE:

PAGE 1 OF 1

Committee-specific rules for completing inserts for the record (IFRs) for the House Appropriations Committee are as follows:

Each answer will be typed on plain bond paper in Courier New 10-point font for Microsoft Word. Standard 1" margins are required.

The heading "INSERT FOR THE RECORD" is centered in all caps on the first typing line. Insert three blank lines and type the committee name in all caps, followed by the subcommittee name (refer to tasker). The hearing subject is typed directly under the subcommittee name and the date of the hearing is on the next line. Type the transcript page and line number on the following line. Return twice, tab once, and type the text for the **answer** only. Do not repeat the question asked in the transcript. The entire answer should be single spaced--no blank lines between paragraphs--indent paragraphs five spaces.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral.

Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil**--no paragraph markings, use [brackets] only on the copy. The highest classification should be typed or stamped at the top center and bottom center of the original, in large print, and on the copy.

All tables, charts, slides; etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black and white** sharp contrast charts or slides only. Colored charts and photographs will not be accepted.

Prepare an original and one copy of each IFR. The original should be clear of all markings except page classification and declassification instructions. All ink, pencil, classification brackets, action officer information and division or command coordination should be on the **copy** only.

If the answer is more than one page, repeat the hearing date, committee, and page information on all additional pages. Page numbers are not necessary.

If you have any questions please call OCJCS/LA, (703) 614-1777 DSN 224-1777.

Declassification
Instructions

CLASSIFICATION

(INTENTIONALLY BLANK)

11 April 2003

**SAMPLE FORMAT AND INSTRUCTIONS FOR QUESTION FOR THE RECORD
HOUSE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION

QUESTIONS SUBMITTED FOR THE RECORD
BY CHAIRMAN JERRY LEWIS (CA)
COMMITTEE NAME QUESTION #
DEFENSE AUTHORIZATION REQUEST

QUESTION:

ANSWER:

QUESTION:

ANSWER:

QUESTION: Committee-specific rules for completing questions for the record (QFRs) for the House Appropriations Committee are as follows:

Questions and answers will be typed on plain bond paper in Courier New 10-point font for Microsoft Word. There is no need to separate the questions and answers on each page. Standard 1" margins are required.

The heading should read "QUESTIONS SUBMITTED FOR THE RECORD" centered in all caps on the first typing line. The second line has the Chairman of the committee followed by the State. The third line has the committee name and the question number. The fourth line has the subject. Return twice type in upper case letters the word "QUESTION:". If there are lead-in paragraphs preceding the question, these should also be typed.

ANSWER: The entire question and answer section of the document should be single spaced--no blank lines between paragraphs--indent paragraphs five spaces.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral.

Classified information is identified by [bracketing] in black lead pencil only those words or numbers that are classified. Do not use paragraph markings. Type the highest classification in the header and footer on both the original and the copy.

All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the QFR. Use **black and white**, sharp contrast charts and slides only. Color charts and photographs will not be accepted.

Prepare an original and one copy of each QFR along with a disk. The original should be clear of all markings except page classification and declassification instructions. All ink, pencil, classification brackets, action officer identification and coordination should be on the **copy** only.

If you have any questions, please call OCJCS/LA, (703) 614-1777/DSN 224-1777.

Declassification
Instructions

CLASSIFICATION

(INTENTIONALLY BLANK)

11 April 2003

**SAMPLE FORMAT AND INSTRUCTIONS FOR INSERT FOR THE RECORD
SENATE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION

Insert for the Record

HEARING DATE
Page #/Line #
Page 1 of 1

(The information follows:)

Committee-specific rules for completing inserts for the record (IFRs) for the Senate Appropriations Committee (subcommittee) are as follows:

Answers must be typed on plain bond paper in Courier New 10-point font for Microsoft Word. Set left and right margins at 1 1/2 half inches.

The hearing date should be typed in the upper right hand corner followed by the page and line number of the insert. Insert three blank lines and type "(The information follows:)." Return twice, tab once, and begin typing text for the **answer only**. Do not repeat the question asked in the transcript. The answer should be single-spaced paragraphs indented five spaces -- no blank lines between paragraphs.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate senator, general or admiral.

Classified information is identified by [bracketing] the words or numbers that are classified. Use black lead **pencil** instead of paragraph markings. [Brackets] should be on the copy only. The highest classification should be typed or stamped at the top center and bottom center of the original and copy. All tables, charts, slides; etc., not originally created to fit within the margins should be clipped to the back of the IFR. Use **black and white**, sharp contrast charts or slides only. Color charts and photographs will not be accepted.

Prepare an original and one copy of each IFR. The original should be clear of all markings except page classification and declassification instructions. All ink, pencil, classification brackets, action officer information and division or command coordination should be on the **copy** only.

If the answer is more than one page, repeat the hearing date and insert information on all additional pages. Page numbers should be typed below the insert information.

If you have any questions please call OCJCS/LA, (703) 614-1777, DSN 224-1777.

Declassification
Instructions

CLASSIFICATION

(INTENTIONALLY BLANK)

11 April 2003

**SAMPLE FORMAT AND INSTRUCTIONS FOR QUESTION FOR THE RECORD
SENATE APPROPRIATIONS COMMITTEE (SUBCOMMITTEE)**

CLASSIFICATION
QUESTION FOR THE RECORD

SENATOR'S NAME
WITNESS
HEARING DATE
Q.#
Page 1 of 1

Center Topical Heading Here

Question: Committee-specific rules for completing questions for the record (QFRs) for the Senate Appropriations Committee are as follows:

Each answer will be typed on plain bond paper in Courier New 10-point font for Microsoft Word. Left and right margins should be 1 1/2 inches.

In all caps type the name of the Senator asking the question, name of witness answering, hearing date, and question number in the right hand corner. Insert three blank lines and center the topical heading in all caps (may be found on the list of committee questions or use the heading that best fits the subject of the question asked).

Return twice, tab once, and type in upper case letters the word "Question:". If there are lead-in paragraphs preceding the question, these should also be typed.

Answer: Return twice, tab once, and type in upper case letters the word "Answer:". The entire question and answer section of the document should be single spaced--no blank lines between paragraphs--indent paragraphs five spaces.

Do not use undefined abbreviations or acronyms. Spell out million, fiscal year, etc. Do not abbreviate general or admiral.

Classified information is identified by using black lead pencil [brackets] **only** (on the copy only) instead of paragraph markings. [Bracket] only the words or numbers that are classified. Type the highest classification in the header and footer on both the original and the copy. All tables, charts, slides, etc., not originally created to fit within the margins should be clipped to the back of the QFR. Use **black and white**, sharp contrast charts and slides only. Color charts and photographs will not be accepted.

Prepare an original and one copy of each QFR. The original should be clear of all markings (ink, pencil, brackets, etc.). All classification brackets, action officer identification and coordination should be on the **copy** only.

If the answer is more than one page, repeat the hearing date, committee name, name of person asking the questions, name of witness and question number on all additional pages.

If you have **any** questions, please call OCJCS/LA, (703) 614-1777/DSN 224-1777.

Declassification
Instructions

CLASSIFICATION

(INTENTIONALLY BLANK)

11 April 2003

ENCLOSURE E

SAMPLE FORMAT AND INSTRUCTIONS FOR JS FORM 149
"CONGRESSIONAL TESTIMONY REVIEW"

CONGRESSIONAL TESTIMONY REVIEW		
Hearing Date: _____ Committee: _____		
Subject: _____		
Witness: _____		
OCJCS/LA ACTION OFFICER, Rm 2E837, PNT (703) 614-1777 / DSN 224 _____		
For Review By:		
Joint Staff _____	CENTCOM _____	SOCOM _____
Joint Staff Editors _____	EUCOM _____	STRATCOM _____
CJCS _____	PACOM _____	TRANSCOM _____
VCJCS _____	SOUTHCOM _____	USFK/CFC/UNC _____
JFCOM _____	NORTHCOM _____	OTHER _____
<p>_____ Please review the witness _____ statements _____ transcripts _____ QFRs _____ IFRs for security, accuracy of data and correct policy. Make proposed changes directly on your copy and provide name, office and phone of person making change. Indicate if change is suggested or mandatory. Be sure to attach a justification to support all mandatory changes.</p> <p>_____ Please edit transcript in accordance with the instructions outlined on the reverse of this form.</p> <p>_____ Prepare answers only for the following inserts for the record (IFRs). Provide an original and one (1) copy of each (IFR). [Bracket] all classified info on the copy only. (Use attached committee specific example for instruction and format). Page/Line number(s): _____</p> <p>_____ Prepare responses to the attached list of questions for the record _____ QFRs. Provide an original and one (1) copy of each QFR. [Bracket] all classified info on the copy only. (Use attached committee specific example for instruction and format).</p> <p>_____ Other Instructions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>_____ NOTE FOR JS ONLY: PLEASE RETURN THE COMPLETED PAPER COPY PACKAGE TO SJS NO LATER THAN 1500 ON THE SUSPENSE DATE. SJS WILL FORWARD TO DJS FOR FINAL JOINT STAFF APPROVAL.</p> <p>_____ NOTE FOR COMMANDS ONLY: TESTIMONY PACKAGES WILL NOT BE ACCEPTED BY OCJCS/LA UNLESS WITNESS APPROVAL DOCUMENTATION IS ATTACHED.</p>		
Signature: _____	Routing Date: _____	Suspense: _____

JS FORM 149, MAR 03 (EF)

Previous Editions Obsolete

(Continued on Reverse)

HOW TO REVIEW CONGRESSIONAL TRANSCRIPTS

WHY: You are reviewing the congressional testimony of either the CJCS, VCJCS, Combatant Commanders, SecDef, DepSecDef, or Joint Staff member. The privilege of review is a **courtesy** extended to the witness by most congressional committees; therefore, committee deadlines for return of this transcript **must be met**. Failure to meet the deadline could result in the committee withdrawing this privilege and the review may only take place in the committee office.

HOW: 1. Use **BLACK LEAD PENCIL** only and mark edited pages. Make editorial changes, for example, correct spelling, punctuation, and tense. Do not correct grammar. Changes can be made to correct punctuation, or modify language to clarify witness intent and to correct mistakes in facts, policy or figures. **Line through** matters for which substitute words or figures are entered. Be certain to explain acronyms the first time they are used. Insert short topical headings at a minimum of one heading every third page of transcript copy. Add a new heading after each insert (IFR, chart, etc.)

2. Do not change testimony substance. If you feel a major rewrite is required, please attach a double spaced proposed rewrite with justification, and identify the transcript page and line number. Such a major overhaul will have to be taken up with the committee staff director at a minimum.

3. Only typographical errors may be changed in Committee member remarks. If there is a misstatement of fact or some other reason that you believe justifies making a change, **do not** make the change, instead follow the instructions shown in #2 for rewriting incorrect testimony.

4. **MINIMIZE BRACKETING OF CLASSIFIED INFORMATION.** [Bracket] in black lead pencil only key words and numbers which are classified. Indicate classification ((S), (C), etc). immediately above the classified portions when small phrases or figures scattered throughout the testimony are classified, and in the left margin when whole paragraphs are classified. If testimony is already marked, it simply means the hearing was a **closed** session and follow the same procedures as the hearing may later be declassified or released in some form. **If the hearing was open and classified words or figures are identified, please contact OCJCS/LA immediately.**

5. All visual aids/inserts (charts, slides, etc.) used in the written statement, during the hearing or requested by a committee member during testimony **must be included**. All charts/slides from the written statement must be included on the same diskette in a Tagged Image Format (TIFF) or Paintbrush (PCX) image. Charts/slides used during the hearing or requested by the committee, must be identified by a number (1, 2, etc.). The identifying number should be on the aid as well as on the transcript page where it is discussed. All charts/slides, will be placed behind the appropriate transcript page. **Only original black and white sharp contrast visual aids will be accepted.** Color aids and photographs will not be accepted by the committees.

TREAT THIS DOCUMENT AS CLOSE HOLD UNTIL SECURITY AND POLICY REVIEW CLEARANCE IS OBTAINED.

RELEASE OF THIS TRANSCRIPT OR ANY PART THEREOF TO PARTIES OTHER THAN THE WITNESS IS STRICTLY PROHIBITED. AGAIN, THE COMMITTEE PROVIDES A COPY AS A COURTESY ONLY. PUBLIC RELEASE DECISION WILL BE MADE BY THE CONGRESSIONAL COMMITTEE OF JURISDICTION.

11 April 2003

ENCLOSURE F

COPIES OF WITNESS STATEMENTS PER COMMITTEE

	<u>HAC</u> <u>Defense Subc.</u>	<u>SAC</u> <u>Defense Subc.</u>	<u>HAC</u> <u>MC</u>	<u>SAC</u> <u>MC</u>	<u>HASC</u>	<u>SASC</u>	<u>HBC</u>	<u>SBC</u>
<u>Unclassified Statements</u>								
<u>At least one week</u>								
<u>prior to hearing</u>	30	30						
<u>NLT 7 working days</u>								
<u>prior to hearing</u>	50			10		60		
<u>NLT 24 hours prior to</u>								
<u>hearing</u>			75					
<u>NLT 2 working days</u>								
<u>prior to hearing</u>					200		200	150
<u>Day before hearing</u>		50						
<u>Day of hearing</u>				45	150	100		
Committee and staff		(25)		(20)	(50)	(70)		
Press desk		(25)		(25)	(100)	(30)		
<u>Classified Statements</u>								
<u>At least one week</u>								
<u>prior to hearing</u>	30	5	16					
<u>NLT 7 working days</u>								
<u>prior to hearing</u>				5				
<u>NLT 3 working days</u>								
<u>prior to hearing</u>						50		
<u>NLT 2 working days</u>								
<u>prior to hearing</u>					5		2	5
<u>Day before hearing</u>	20							
<u>Day of hearing</u>		20		10	60	20		
<u>Witness Lists</u>								
<u>At least one week</u>								
<u>prior to hearing</u>	5	30						
<u>NLT 10 working days</u>								
<u>prior to hearing</u>					5	5		
<u>NLT 7 working days</u>								
<u>prior to hearing</u>				10				
<u>NLT 2 working days</u>								
<u>prior to hearing</u>								
<u>Day before hearing</u>							5	5
<u>Day of hearing</u>				45				

(INTENTIONALLY BLANK)

ENCLOSURE G

REFERENCES

- a. DOD Directive 5142.1, 14 Jun 2000, "Assistant Secretary Defense (Legislative Affairs)"
- b. DOD Directive 5400.4, 30 January 1978, "Provision of Information to Congress"
- c. Joint Staff Manual 5100.01 Series, "Organization and Functions of the Joint Staff"
- d. DOD Directive 5200.1, 13 December 1996, "DOD Information Security Program"
- e. Joint Staff Manual 5220.01 Series, "Joint Staff Information and Physical Security Program"
- f. OSD Memo, 16 March 2001, "Submission of Information Copy Of Congressional Testimony"

(INTENTIONALLY BLANK)